Training – A Statement of Intent

Reviewed on 15 February 2017 (next review: April 2020)

1   **General**

The Council has a strong commitment to learning and development by encouraging its councillors and staff to undertake training and so strive for continuous improvement in their knowledge and skills.

The Council recognises the importance of continuous development in enabling it to meet the future needs and aspirations of the local community.

2   **Identifying Training Needs**

Councillors:

A comprehensive training programme for Councillors will be drawn up by the Town Clerk for the start of each new term of office and reviewed annually thereafter.

This will include an induction course for each new council member held prior to the first Annual Meeting of the new Council.

Councillors will be encouraged to attend a variety of courses to support their role within the Council.

Flexible solutions will be provided to any Councillors with particular needs.

Staff:

The Council supports relevant training for staff, both one-off and qualification courses.

Training needs will be identified at the initial induction meetings held with all new employees and then reviewed at their annual "Review and Development Meetings".

Staff will be encouraged to undertake training both relevant to their specific roles and to extend their skills.

Funding:

The Council will provide for the cost of training fees and the expense of attending courses for both councillors and staff from within the annual budget.

3   **Resources**

The Council will ensure that training requirements are built into the annual budget process to support the training strategy.

In addition to in-house training, the following is a non-exclusive list of training and conference providers to be considered, which will be reviewed annually:

- Essex Association of Local Councils
- Epping Forest District Council
- Society of Local Council Clerks
- East of England Local Government Association
- National Association of Local Councils
- Rural Community Council for Essex

Impact of training

4   Training will:
- help maintain, enhance and expand the quality and range of services offered by the Council
- prepare members for their future roles within the Council
- assist members to adapt to meet the changing needs of the Council and community
- allow staff to acquire more confidence in their work
- ensure the legal requirements are met

5   Review

Staff will have the opportunity to review the impact of their training at the annual Review and Development meeting and informal discussions throughout the year.

Areas that may prompt additional training are
- Changes in legislation
- New or revisions to existing council services
- Introduction of new qualifications
- Accidents or incidents at work
- Complaints
- Specific requests from staff

6   Members' requirements

Training opportunities for councillors will be identified by the Town Clerk and attendance considered through the agenda process.

7   Council development

In the event of new legislation being introduced or an issue arising which requires the attention of all members, the Town Clerk will provide or arrange for a suitable training event to be held.

8   Update and information

The Council recognises the need to invest in the future by ensuring that its information source is current. This will be achieved though
- Access to free information whether through literature of the use of research on the internet.
- Annual subscriptions to relevant publications
- Membership of relevant organisations

9   **The Council will support its members by**:
i.   Being a member of the Essex Association of Local Councils

The Council will support its officers by:
i.   Supporting the Town Clerk and Deputy Town Clerk's membership of the Society of Local Council Clerks by paying their subscriptions
ii.   Encouraging and supporting the Town Clerk and Deputy Town Clerk to become members of the Institute of Local Council Management and to pay their subscriptions.

10   Annual review

This Statement will be reviewed annually by the Resources & General Services Committee.